Customer Portal - How to Enter Time

Last Modified on 01/06/2026 12:57 pm CST

Overview

In order for you to enter in the hours your employees have worked, you'll need to create timecards in WebCenter.
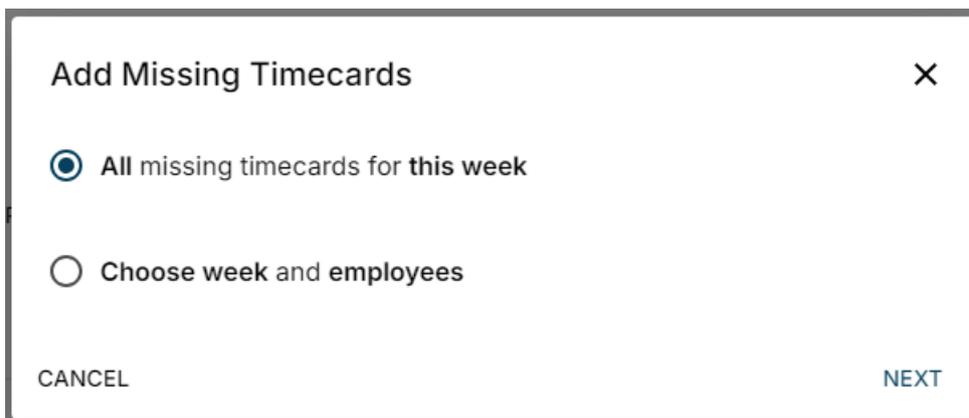
Note Please contact your Staffing Provider in the event you require access to the Timecards tab.

Creating the Timecard

1. Navigate to the Timecards tab in WebCenter

2. Select the "Add Missing Timecards" button at the top right:

3. Select "All missing timecards for this week" to add any missing timecards for the current week:

4. Alternatively, select "Choose week and employees" to pick and choose the employees you want to add time

   for or to add a late timecard:

   - Select the appropriate Weekend Date and employees from the list and select "Next" once complete:

Add Missing Timecards

×

1 ─────────── **2**
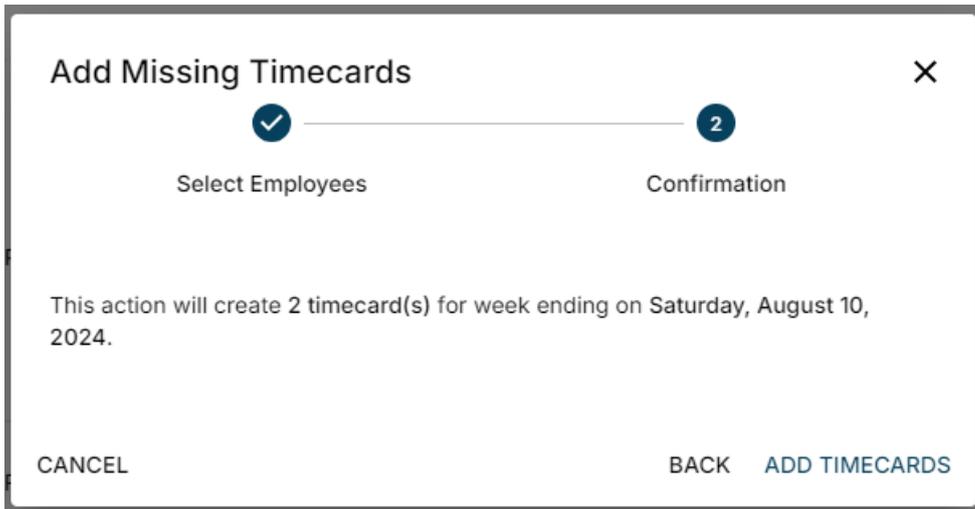
Select Employees   Confirmation

Weekend Date
08/10/2024 📅

Search by Name
🔍

- ▬ Select all
- ☐ Dish18, Pete test
- ☐ Dish18, Pete test
- ☑ Bjerknes, Jonell
- ☐ Dish18, Pete test
- ☑ Kluverzinger, Laura
- ☐ Timecard, Profession
- ☐ Timecard, Everything
- ☐ Timecard, Unit
- ☐ Timecard, SemiMonthl
- ☐ Timecard, Salary
- ☐ Timecard, DefaultFed
- ☐ Employee, Margaux
- ☐ Vision, Wanda tester
- ☐ solspark, solspark

CANCEL   NEXT >

- Within the confirmation window, select "Add Timecards":

Add Missing Timecards

✓ Select Employees ————————— **2 Confirmation**

This action will create 2 timecard(s) for week ending on **Saturday, August 10, 2024.**

CANCEL   BACK   ADD TIMECARDS

Once the timecard has been created, it's time to enter in the hours the employee(s) worked.

Entering Time

Time can be entered for the employee via either the Timecards or Emps (Employees) Tab.

Timecards Tab

To enter/edit time within the timecard, simply select the appropriate field within the row (Pay Code, RT, OT, DT) and add the intended values for each timecard:

	Gunderson, Eric	Past Due	Reg ∨	40.00	0.00	0.00	40.00 Hours $0.00 Adjustments $14,000.00 Gross	⋮
	Harima, Kenji	Past Due	Reg ∨	32.00	0.00	0.00	32.00 Hours $0.00 Adjustments $0.00 Gross	⋮
	Harima, Kenji	Past Due	Reg ∨	8.00	0.00	0.00	8.00 Hours $0.00 Adjustments $0.00 Gross	⋮
	Kluverzinger, Laura	Past Due	Reg ∨	40.00	0.00	0.00	40.00 Hours $0.00 Adjustments $360.00 Gross	⋮

Note By default, the Timecards page is set to the "Weekly" view. This can be changed to "Daily" view by selecting the intended option on the right:

Example of "Daily" view:

Alternatively, to see more details on the timecards, select the ⋮ icon to the right of the timecard and select "Details" to open the "Timecard Details" window:

Within the "Timecard Details" window, you can add/edit the hours for the days of the week, upload files, add notes, and add/edit adjustments.

Timecard Details for Employee, Margaux ✕

Employee, Margaux
1programmer | Not Submitted
August 01, 2024 to August 16, 2024
Primary | PO # | Gross Pay $0.00
0.00 Regular | 0.00 Overtime | 0.00 Double Time

🖨

SemiMonthly Hours

Thu 1   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes

* Required

Fri 2   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes

* Required

Sat 3   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes

* Required

Sun 4   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes

* Required

Mon 5   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes

* Required

Tue 6   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes

CANCEL   SAVE   SUBMIT

Once all changes needed have been made, select "Submit" to submit the timecard for approval.

Timecard Details for Employee, Margaux ✕

Sun 11 CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	0.00	0.00	0.00	N/A

Mon 12 CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

Tue 13 CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

Wed 14 CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

Thu 15 CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

0.00 Total hours

ADJUSTMENTS

Adjustment ⌄	Amount 0.00 ✕

ADD ADJUSTMENT

Equipment - $50.00 ⊗

$50.00 Total Adjustments

CANCEL   SAVE   SUBMIT

Emps (Employees) Tab

Within the Emps tab, while viewing an employee that is currently assigned, either double-click on the record or select the ⋮ icon and select "Details":

Within the employees details, select "Enter Time" to open the Time Entry window:

Within the Time Entry window, ensure the correct Weekend Date is selected, select the appropriate assignment you are creating the timecard for and select "Next":

Now you will be able to add hours, adjustments, notes, upload files, etc to the timecard. Once all of the information has been entered, select "Next":

Within the Confirmation window, you will see the action that is about to be completed. Select "Confirm" to create the timecard for the employee:

The timecard can now be reviewed and submitted for approval within the Timecards tab.

Submitting Timecards

Select the checkbox next to the edited/unsubmitted timecard(s) and choose the "Submit Selected" option at the top left:

Optionally, you can select the "Submit & Approve" option if you are listed as an eligible timecard approver and the timecard is ready to be sent to payroll:

For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled Customer Portal - Navigating to Legacy & Feedback Survey.

Related Articles